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Executive

16 May 1949

Intra-Agency Committee on Administrative Overt Procedures Recommendations.

1. The Intra-Agency Committee on Administrative Overt Procedures concurs with the Committee on Issuances of Covert Regulations in the following recommendations:

- a. A 3-ring binder should be adopted.
- b. The overall security classification of the manual should be "Secret".
- c. A tab divider system should be adopted.
- d. The numbering system and page format should be identical to those recommended by the Committee on Issuances of Covert Regulations.
- e. Additions to sub-paragraphs should be incorporated by use of a decimal and the next open numerical identification.
- f. Offset reproduction should be used.
- g. All policy, instructional and procedural information of a semi-permanent or permanent nature and having general applicability should be included.
- h. Each page should be classified in accordance with the nature of its content.
- i. Administrative notices should be a separate type of issuances.

2. The Intra-Agency Committee on Administrative Overt Procedures dissents with the Committee on Issuances of Covert Regulations in that the following are Intra-Agency Committee on Administrative Overt Procedures recommendations:

- a. The subject sections should be as follows:
 - (1) Manual Instructions.
 - (2) Organization and Functions.
 - (3) Budget and Finance.
 - (4) Communications.
 - (5) Correspondence and Files.

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- (8) Personnel and Medical Services.
- (9) Supply and General Services.
- (10) Security.
- (11) Travel and Transportation.
- (12) Liaison.
- (13) Operations.

b. The divider system tabs should be white.

c. The code designation "CIA" should be used on each page denoting an agency-wide issuance. Issuances of the separate offices of CIA should bear their organizational code designation, e.g., "GRS".

d. An alphabetical subject index to category and first subdivision should be included and revised quarterly.

e. Each of eleven major subjects should be treated entirely within its own category, without reference to organizational jurisdiction.

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